



ST. JOSEPH'S NATIONAL SCHOOL

Mulhussey, Kilcock, Co. Meath, W23 T8YC
maolhosae@gmail.com www.mulhusseyns.ie

Tel: 01 628 5513 **Príomh Oide:** Meabh Madden **Roll No:** 18887A



Acceptable Use of Information Communications Technology Policy (AUP Policy)

Introduction:

An Information and Communications policy has been drafted through a collaborative school process by the staff, Parents Association and Board of Management (BoM) in 2021.

Rationale:

This policy reflects the school values and philosophy in relation to how ICT can facilitate or enhance work in other curriculum areas.

Background:

Information and Communications Technology prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.

We recognise that Information and Communications Technology is an important tool in both the society we live in and in the process of teaching and learning. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources.

Our vision is for all teachers and learners in our school to become confident users of ICT so that they can develop the skills, knowledge and understanding which enables them to use appropriate ICT resources effectively as powerful tools for teaching & learning.

Aims:

- To enable children to become autonomous, independent users of ICT, gaining confidence and enjoyment from their ICT activities
- To develop a whole school approach to ICT
- To use ICT as a tool to support teaching, learning and management across the curriculum
- To ensure ICT is used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with AEN and disabilities
- To maximise the use of ICT in developing and maintaining links between parents and other agencies.



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Curriculum Development & Organisation:

Interactive whiteboards are located in all of the classrooms as well as the library. These are used as a teaching resource across the curriculum.

Teaching & Learning:

Teachers' planning is differentiated to meet the range of needs in any class including those children who may need extra support, those who are in line with average expectations and those working above average expectations for children of their age. A wide range of styles are employed to ensure all children are sufficiently challenged:

- Children may be required to work individually, in pairs or in small groups according to the nature or activity of the task.
- Different pace of working
- Different groupings of children - groupings may be based on ability either same ability or mixed ability.
- Different outcomes expected

Management Information Systems (MIS)

ICT enables efficient and effective access to and storage of data for the school's management team, teachers and administrative staff.

The school uses Aladdin Connect to upload attendance, standardised test scores and send messages to staff, keep a record of pupil data, gain parental permissions in the cases of trips and outings, records of money coming in from parents and send emails/notice board messages to parents. The school ensures data is well maintained, secure and that appropriate access is properly managed.

Health & Safety:

We will operate all ICT equipment in compliance with Health & Safety requirements. Children will also be made aware of the correct way to sit when using a laptop or iPad and the need to take regular breaks if they are to spend any length of time on laptops or iPads.



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Home school links:

Children are given the option to complete some homework tasks, when appropriate, using ICT out of school. Teachers are sensitive to the fact that children may not have access to ICT or may not wish to use it to complete tasks out of school. Any work brought into school must be emailed to the school email address.

The school email address has been shared with parents. More parents are now using this to contact the school and arrange meetings etc.

We have a school website www.mulhusseyns.ie which will promote the school's achievements as well as providing information and communication between the school, parents and the local community.

Aladdin Connect is used for the purpose of uploading homework and to keep parents up to date with what is going on in the classroom and across the school.

Parents are also communicated with and contacted through Aladdin Connect. A monthly newsletter and a weekly update from the principal is circulated to parents on Aladdin Connect Noticeboard.

The use of mentimeter/survey monkey can be used as an alternative to a paper questionnaire sent out to parents.

Photographs of students and their work for the purpose of sharing on Aladdin Connect, the school website or the school newsletter are taken on the school phone. In a case where the school phone is not accessible, teaching staff may take photos on their personal device and delete immediately when finished.

Appropriate legislation, including copyright and data protection:

All our software is used in strict accordance with the licence agreement.

We do not allow personal software to be loaded onto school hardware. Children downloading pictures must use google images and follow the following steps:

Open google images/settings/advances settings/usage rights/free to use or share.

GDPR regulations require an 'Age of Digital Consent' which is the minimum age a user must be before a social media or internet company can collect, process and store their data. (ISPC, 2023)

The age requirement to set up an Instagram, Facebook, Tik-Tok or Snapchat account is 13 years of age. (ISPC, 2023)



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Recording of Meetings:

Parents are not permitted to record meetings with staff without their consent.

Effective and efficient deployment of ICT resources:

ICT resources are deployed throughout the school to maximise access, to enhance teaching & learning and to raise attainment.

The school's Interactive whiteboards are located in classrooms. Each classroom has a portable trolley of ipads. These trolleys are stored in the library.

Websites:

Qwantjunior is a search engine to be used by all classes.

World Book Kids is the search engine used for 3rd to 6th classes.

DKfindout is a search engine recommended for home use.

5 Year eLearning Plan:

- All staff will have an up to date laptop for classroom use.
- All staff will have an Activ Panel (interactive whiteboard)
- There will be improved wifi across the school.
- The purchase of additional i-pads for the school.
- Promote staff professional learning in ICT and STEM
- New STEM resources (Lego Education, Blue and Bee Bots)

Internet Safety:

Internet access is planned to enrich and extend learning activities. The school has acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies. An internet access policy has thus been drawn up to protect all parties and rules for responsible internet use will be displayed next to each computer with Internet access. Although the school offers a safe online environment through filtered internet access, we recognise the importance of teaching our children about online safety and their responsibilities when using communication technology.

It is the policy of the school that during 'wet playtimes' etc. children are not allowed to use the internet unsupervised.



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Internet Content:

The school Internet access will be designed expressly for pupil use and will include filtering provided by the Education Authority or a third party and be appropriate to the age of pupils. Pupils will be taught what is acceptable and what is not acceptable and given clear objectives regarding Internet use. Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

The school will where possible ensure that the use of Internet derived materials by staff and by pupils complies with copyright law. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Email:

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Internet Chat:

Students are not permitted to use internet chat rooms.



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Parent Association Committee Facebook Page:

The Parents Association Committee has a Facebook page. Please note the minimum age requirement for Facebook account holders is 13. Parents are reminded that children under the age of 13 should not be on Facebook.

Users cannot advertise products or services on this Facebook page. Users cannot share community alert updates as this page is for school related business and not community updates/alerts.

Users cannot post anything on the page that could be deemed as offensive or inappropriate.

Users should not engage in negative feedback. School related issues are dealt with directly with the school through the Complaints Procedure.

Users will not mention staff, parents or pupils in a negative light on the page.

Users should not ask to become friends with staff on their personal accounts as failure to respond may cause offence.

Users cannot share photos of students on this page. Members of the Parent Association Committee/parental volunteers are not permitted to take photographs on their personal devices when volunteering at in-school events.

Breaking any of these rules can result in an automatic ban from the page.

School Website:

Teaching staff will manage the publication of material on the school website:

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph or in any newspaper without parental permission
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website



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6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils. This permission may be withdrawn at any time
8. Pupils will continue to own the copyright on any work published



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Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how our school currently considers the benefit and risks/disadvantages of using these technologies for education:

This table applies to students in our school -

Communication Technologies	Allowed	Allowed at certain times	Allowed only with Staff permission	Not Allowed
Mobile phones may be brought to school				x
Use of mobile phones in lessons				x
Use of mobile phones in social time				x
Taking photos on mobile phones/smart watches				x
Taking photos on other school camera devices (school ipads)			x	
Use of hand-held devices with supervision			x	



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Communication Technologies	Allowed	Allowed at certain times	Allowed only with Staff permission	Not Allowed
Use of personal email addresses in school, or on school network				x
Communication with pupil on pupil's own email address with parental permission, and, parent being copied on emails from teacher to pupil	x			
Communication with work samples to teacher via parent email with parent knowledge	x			
Use of applications for text messaging (viber, whatsapp, snapchat, facebook, instagram)				x
Use of social networking sites				x
Use of blogs			x	
Smart Watches (including with notifications off)				x



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Electronic Roll System - Aladdin

Three users have System Administrator access to all data. Each teaching staff member has their own code for their class only. Data on staff and pupils are kept securely in the Principal's office and secretary's office. Class teachers have access to Aladdin for children in their class. AEN team teachers have access to Aladdin for the records of children they work with.

Primary Online Database (POD)

This is the online database operated by the Department of Education & Skills. Records of the children are uploaded to this database when they are admitted to St. Joseph's N.S. Only two members of staff have access to all data on POD (Department of Education & Skills) system. Data is password secured.

Education:

St Joseph's N.S. will discuss internet safety on the Stay Safe Programme and during assembly. If possible a garda liaison officer will speak to the senior classes on internet safety. 21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise. We will hold an annual Internet Safety Day in February. Teachers will use lessons from Webwise to promote internet safety. The Parents Association may organise guest speakers from the NPC to speak to parents on internet safety.

Resources that may be used to teach internet safety include:

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website



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Filtering:

Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately, it is also easily removed.

The access to websites from all school computers is monitored and regularly reviewed by the PDST/Oide. We currently have a split level 3 and 4 filtering of websites. The staff can access you tube on their laptops. Social networking websites such as facebook and others considered personal such as blogs are also blocked on the school laptops.

Remote Teaching and Learning Plan:

Introduction

In response to this time of uncertainty regarding school closures, we have formulated this policy to outline how the school will maintain the link between school and home. In the event of another whole or partial school closure, we aim to continue to communicate with our pupils through various means.

We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online.

This policy does not set out to replace our Mobile Phone or Acceptable Usage Policy. Rather, it is proposed as an important addition to the area of learning from a digital platform. The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy.

The primary obligation of all schools is to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful and fair and meets its statutory duties.

This Policy has been formulated in accordance with the provisions of the Department of Education and relevant sections of:

- a) The Education Act (1998)
- b) Education (Welfare) Act (2000)
- c) Equal Status Act (2000)
- d) Education for Persons with Special Educational Needs Act (2004)
- e) Disability Act (2005)



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- f) Children First Act (2017)
- g) GDPR
- h) Data Protection Act (2018)
- i) Department of Education: Child Protection Procedures for Primary schools
- j) NEWB Guidelines for Developing a Code of Behaviour (2008).
- k) DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
- l) DES Guidance on Continuity of Schooling: *Supporting Primary Pupils at very High Risk to Covid 19* (August 2020).
- m) Guidance on Remote Learning in a COVID-19 Context: September – December 2020

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

Context

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century. Developments in IT provide us all with great opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher. However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Positive Behaviour and all of the school's policies apply.

We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home. St. Joseph's N.S. uses a variety of child friendly, online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

Guidelines for good online communication in St Joseph's N.S.

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
4. Staff members will communicate with pupils and their families via Aladdin Connect.
5. Any electronic forms of communication will be for educational purposes and to



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- allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified
 7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
 8. Pupils will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
 9. For security reasons, passwords will be provided to families, where applicable.
 10. **St Joseph's N.S.** cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Media which the school will use

Aladdin Connect

Staff will communicate regularly with parents and pupils via Aladdin Connect. All families are asked to download the Aladdin app and to check it daily for updates and important information.

Email

Parental queries will be addressed during school hours only (9:20am – 3:00pm) and should relate strictly to your child's teaching and learning.

Zoom

Zoom is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link. Teachers will connect with pupils regularly using pre-arranged Zoom Meetings.

Rules for pupils using online communication

For submitting learning:

- Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
- Use kind and friendly words.

For video calls/Zoom:

1. Remember to ensure you join each Zoom meeting using your family name.
2. Pictures or recordings of the video call are not allowed.
3. Remember our school rules - they are still in place, even online.
4. Set up your device in a quiet space, with no distractions in the background.
5. Join the video with your microphone muted.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.



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8. Show respect by listening to others while they are speaking.
9. Ensure that you are dressed appropriately for the video call.
10. Be on time - set a reminder if it helps.
11. Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls/Zoom

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.



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3. The main purpose of a video call is to engage in online learning activities while maintaining a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account. (i.e. Family Name)
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or a meeting being immediately terminated.

Remote Teaching and Learning Protocols for Pupils

1. Check assigned work each week
2. Communication may only take place during normal school hours
3. The normal school calendar will apply
4. The following school policies apply to remote teaching and learning:
 - a. Code of Behaviour
 - b. Anti- Bullying Policy
 - c. Acceptable Use Policy
5. Teaching and Learning best practice will continue to apply, with students expected to present all assignments to the best of their ability and on time, where possible in this evolving and unprecedented situation.
 - a. In so far as possible, provision for AEN students will be made when using Remote Learning methodologies.
 - b. In so far as possible, provision for student at very high-risk to Covid 19 will be made when using Remote Learning methodologies.



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Remote Teaching and Learning Protocols for Parents

1. We ask parents/guardians to ensure protocols for students are adhered to.
2. Check-in on their child's school work on a daily basis and talk to their child about the work being assigned.
3. The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or parents, so please keep schooling in perspective and do not allow anything school related to impinge on your child negatively. You are the primary educator of your child and you make those calls. We encourage a little work every week day for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

Remote Teaching and Learning Protocols for Teachers/SNA's

1. Check uploaded work each week
2. Communication may only take place during normal school hours
3. The normal school calendar will apply
4. The following school policies apply to remote teaching and learning:
 - a. Child Protection Policy
 - b. Data Protection Policy
5. Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time, where possible.

Remote Teaching and Learning Provision specifically for the following Covid 19 related scenarios

Provision for children who are at very high risk to Covid 19:

The school will engage directly with relevant parents, regarding remote educational provision for children who are deemed to be at **very high risk** to Covid-19 (see HSE Guidelines) where medical certification has been provided to the school.

Provision for all other children who are instructed to self-isolate by their GP or HSE Public Health, educational provision will be provided as follows:

1. **Children who are awaiting Covid 19 test results for themselves or a family member and have been instructed by their GP to isolate at home for a few days.**
These pupils will be supported to catch up on their learning on their return to school.



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- 2. Children isolating at home on instruction from their GP due to a confirmed case within their own family/close contact outside of school (14-day isolation period).**
Teacher will link in with the pupil via Aladdin Connect (not video conferencing).
 - 3. School POD (group of six) instructed by HSE Public Health to self-isolate.**
Teacher will link in with the pupils via Aladdin Connect (not video conferencing)
 - 4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period).**
Teacher will engage with the bubble daily on Aladdin Connect and regularly on Zoom.
 - 5. Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health)**
Teachers will engage with pupils, using a blended approach of pre-recorded lessons, Aladdin Connect and regular contact on Zoom.
- Please note that the situation may be quite fluid and these circumstances may vary.**

Summary:

1. Do what you can, within your circumstances. Forget about following books and workbooks outside of the work set by teachers for the moment.
2. There will be no school work set for planned school closures/holidays. There will be no interaction on Zoom, Aladdin Connect during these times
3. Please keep abreast of postings on the Aladdin app– it is our main mode of communication going forward.
4. We ask parents/guardians, students and teachers to ensure protocols are adhered to at all times.
5. If you have yet to connect to any of the on-line platforms/Aladdin App, please do so. If you are experiencing difficulties please email the school and we will assist you in any way that we can and please contact the school with any further queries you may have.

We thank the school community for adhering to the above guidelines for everyone's safety and welfare.



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Recommended Apps

In addition to a prepared back plan of work for your child/children, we suggest the following Apps for your child's use too, if you can access them. If not, do not worry, they are helpful but not essential.

- Cúla 4: Excellent for younger pupils for Irish vocab – very child friendly. There are also videos of your children's favourite cartoons here as Gaeilge which would be useful to watch occasionally to keep up with Irish.
- Doulingo: most suitable from 2nd class upwards. Excellent app. Tests your child Irish ability level at the start and they work away at their own level for 10mins daily.
- Mathduel: For tables. Fun and interactive.
- Starfall: For spellings. Again, very child friendly and useful to keep spellings progressing without feeling like schoolwork.
- Jolly Phonics App: to keep up phonics learning for infant classes.
- Dolch words Apps (there is a wide range available): for the development of sight words.
- Nesy Apps: for reading for pupils with dyslexia or difficulties.
- PinkFong: Digital stories for infant classes. Excellent and engaging.
- Khan Academy: Useful for maths for older pupils especially.
- Kahoot: for general knowledge and quizzes.
- Toontastic: probably the best app ever for digital storytelling – pupils can devise their own digital story, picking a range of characters, settings, even musical background. They plan a beginning, middle and end to their story and can record their own voices to tell the story.
- Puppetpals: similar to toontastic – useful for younger pupils. They can record themselves telling the story also.
- Lightbot – Coding app – super for all ages.



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Success Criteria:

The success of this policy will be assessed at the end of each school year by the teaching staff.

Roles and Responsibility:

Teaching Staff

Board of Management

Parents

Implementation Date: January 2021

Reviewed and Ratified by the Board of Management: 17th of April 2024

Review Date: April 2025

Ratified by the Board of Management

Signed: John J Keane Chairperson, Board of Management

Date: 17/04/2024

Signed: Meabh Madden Principal

Date: 17/04/2024